

APPENDIX A SUBMITTAL REGISTER

Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).
2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).
3. Format: Describes the type of submittal required:

DWG	An AutoCAD drawing using the Hanford standard formatting (See HMIS-PRO-ENG-16406, <i>Off-Site Contractor VI Submittal Directions</i>).
MFC	Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
P3	A Primavera Project Planner schedule
GEN	General or Open Format/Media
PDF	Adobe Acrobat (Portable Document Format)

4. Submittal Type:

APW = Approval Required Prior to Work (Buyer must approve the Subcontractor's submittal prior to the Subcontractor being authorized to proceed with any activity/work associated with the submittal).

AP = Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).

FIO = For Information Only (the submittal is not subject to review and/or approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

A	Date of Award
CD	Conceptual Design Complete
PD	Preliminary Design Complete



FD	Final Design Complete
M	Mobilization
SC	Start of Construction
EC	End of Construction

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.
10. List personnel responsible for review and/or approval of submittal.



Hanford Mission Integration Solutions

Submittal Register:

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

*For electronic submittal

Section A: Subcontract Information									
Subcontractor Name: TBD						Submittal Register Revision: 0			
Subcontract and Release Number: TBD						CACN: Enter CACN			
Section B: Submittal Information									
Submittals are for Construction or a Reliability Projects:					<input type="checkbox"/>	Project Number: <u>Enter Project Number</u>		Submittals shall be provided to: projservdoccon@rl.gov	
Submittals are for Service Subcontracts or Materials:					<input checked="" type="checkbox"/>			Submittals shall be provided to: SubmittalsDC@rl.gov	
Section C: Submittal Detail									
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference	10. Reviewers/Approvers
001	1	MFC	AP		Completed Checklist for Audit of Corrective Action / NCR (Sections 15 and 16)	7 Calendar Days after audit exit	3 Days	1.3	QA Manager, BTR and CS
002	1	MFC	AP		Completed Checklist for Audit of Procurement and Control of Purchased Items/Services (Sections 4 and 7)	7 Calendar Days after audit exit	3 Days	1.3	QA Manager, BTR and CS

*For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the BTR.